

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM STAFF REPORT

**Meeting Date:** October 2, 2018

**To:** Honorable Mayor and City Councilmembers

**From:** Fire Chief Bill Braga

**Subject:** Resolution Approving the Grant from the Department of Forestry and Fire Protection Agreement #7FG18100 for services from the date of last signatory on page 6 of the Agreement to June 30, 2019 under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978 and Acceptance of Funds in the amount of \$7,973.00.

**Recommendation :** That the City Council Accept the Grant Funds and Authorize the City Manager to Execute the Agreement with the Department of Forestry and Fire Protection

**Funding:** Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
 Net General Fund Cost: N/A  
 Amount: \$ N/A

**INTRODUCTION:** This item is to request that the City Council Accept the Grant Funds and Authorize the City Manager to Execute the Agreement with the Department of Forestry and Fire Protection.

**BACKGROUND:** The Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978 provides funding to organize, train, and equip fire departments in rural areas and rural communities, with a population of 10,000 or less, to prevent and suppress fires. This Agreement provides for an award up to and no more than the amount of \$7,973.

**DISCUSSION:** With this grant award of \$7,973 from the Department of Forestry and Fire Protection, the Sebastopol Volunteer Fire Department will purchase and replace out-of-date Personal Protective Equipment (PPE) Wildland Firefighter Tactical Boots and Wildland Web Gear with Accessories for all its volunteer members.

**RECOMMENDATION:**  
Staff recommends that the City Council Accept the Grant Funds and Authorize the City Manager to Execute the Agreement with the Department of Forestry and Fire Protection.

**Attachments:**  
Resolution  
Agreement

RESOLUTION NO. \_\_\_\_\_

A Resolution of the City Council of the City of Sebastopol, County of Sonoma, State of California, Approving the Department of Forestry and Fire Protection Agreement #7FG18100 for services from the date of last signatory on page 6 of the Agreement to June 30, 2019 under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978.

WHEREAS, the City desires to enter into an agreement with the Department of Forestry for services for the Volunteer Fire Assistance (VFA) Grant Program; and

WHEREAS, the VFA Grant Program provides funding to organize, train, and equip fire departments in rural areas and rural communities, with a population of 10,000 or less, to prevent and suppress fires; and

WHEREAS, the Sebastopol Volunteer Fire Department will purchase and replace out-of-date Personal Protective Equipment (PPE) Wildland Firefighter Tactical Boots and Wildland Web Gear with Accessories for all its volunteer members.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sebastopol hereby approves the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 6 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Volunteer Fire Assistance Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2018-19 up to and no more than the amount of **\$7,973.00; and**

AND BE IT FURTHER RESOLVED that the City Council of the City of Sebastopol hereby authorizes the City Manager to sign and execute said Agreement and any amendments on behalf of the City of Sebastopol.

The foregoing resolution was duly passed and adopted by the City of Sebastopol at their regular meeting held on October 2, 2018.

IN COUNCIL DULY PASSED, APPROVED, and RESOLVED this 2nd day of October, 2018.

**VOTE:**

Ayes:

Noes:

Abstain:

Absent:

APPROVED: \_\_\_\_\_

Mayor Patrick Slayter

ATTEST: \_\_\_\_\_

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: \_\_\_\_\_

Larry McLaughlin, City Attorney

-----CERTIFICATION OF RESOLUTION-----

ATTEST:

I, Mary C. Gourley, City Clerk of the City of Sebastopol, County of Sonoma, State of California, do hereby certify that this is a true and correct copy of the original Resolution Number \_\_\_\_\_.

WITNESS MY HAND OR THE SEAL OF THE CITY OF SEBASTOPOL, on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

OFFICIAL SEAL

OR NOTARY CERTIFICATON

\_\_\_\_\_

Signature

Mary C Gourley

\_\_\_\_\_

Assistant City Manager/City Clerk, MMC

City of Sebastopol

Title and Name of Local Agency



**VOLUNTEER FIRE ASSISTANCE PROGRAM  
AGREEMENT  
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This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the State Fiscal Year 2018 for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

8. **REIMBURSEMENT:** STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed \$7,973.00 on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. **Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 6 and JUNE 30, 2019.** This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. **LOCAL AGENCY must bill STATE at the address specified in paragraph 11, with a postmark no later than September 1, 2019 in order to receive the funds.** The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice or proof of payment to vendor(s) must be included for items purchased.
9. **LIMITATIONS:** Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the VFA, upon expenditure of United States Government Funds. Pursuant to Title 7 of the Code of Federal Regulations, Section 3016.32 subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interest in accordance with paragraph 16 below.
10. **MATCHING FUNDS:** Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "VFA Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY. LOCAL AGENCY shall not use VFA Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for VFA Funds.
11. **ADDRESSES:** The mailing addresses of the parties hereto, for all notices, billings, payments, repayments, or any other activity under the terms of the Agreement, are:

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LOCAL AGENCY: City of Sebastopol  
7120 Bodega Avenue  
Sebastopol, CA 95472  
Attention: Fire Chief Bill Braga  
Telephone Number(s): 707-823-8061  
FAX Number: 707-823-4703  
E-mail bbraga@cityofsebastopol.org

STATE: **Department of Forestry and Fire Protection**  
**Grants Management Unit, Attn: Megan Esfandiary**  
**P. O. Box 944246**  
**Sacramento, California 94244-2460**  
**PHONE: (916) 653-3649**

12. PURPOSE: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY.
13. COMBINING: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
14. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
15. UNDERRUNS: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
16. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with VFA funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The VFA percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

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17. EQUIPMENT INVENTORY: Any single item purchased in excess of \$5,000 will be assigned a VFA Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 11. The STATE will advise the LOCAL AGENCY contact of the VFA Property Number assigned.
18. AUDIT: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
19. DISPUTES: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY, the dispute will be decided by STATE and its decision shall be final and binding.
20. INDEMNIFICATION: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
21. DRUG-FREE WORKPLACE REQUIREMENTS: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b. Establish a Drug-Free Awareness Program to inform employees about:
    - 1) the dangers of drug abuse in the workplace;
    - 2) the person's or organization's policy of maintaining a drug-free workplace;

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- 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
- 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

- 22. **TERM:** The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 6 and continue through June 30, 2019.
- 23. **TERMINATION:** This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
- 24. **AMENDMENTS:** No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
- 25. **INDEPENDENT CONTRACTOR:** LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.

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IN WITNESS WHEREOF, the parties have executed this **Agreement** as of the last signatory date below.

STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION

LOCAL AGENCY

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Dan Sendek  
Printed Name

\_\_\_\_\_  
Larry McLaughlin  
Printed Name

\_\_\_\_\_  
Staff Chief  
Title

\_\_\_\_\_  
City Manager  
\*\*Title

\_\_\_\_\_  
Cooperative Fire Programs

\_\_\_\_\_  
October 3, 2018

\_\_\_\_\_  
Last Signatory Date

\_\_\_\_\_  
\*\*\*Date

\*Ensure that the officer signing here for LOCAL AGENCY IS THE SAME Officer authorized in the Resolution to execute this **Agreement**.

\*\*Ensure that the title entered here IS THE SAME title used in the Resolution for the Officer who is executing this **Agreement**.

\*\*\*Ensure that the date LOCAL AGENCY signs IS THE SAME DATE as the Resolution date OR LATER.

**FOR STATE USE ONLY**

AMOUNT ENCUMBERED BY THIS DOCUMENT  <b>\$7,973.00</b>	PROGRAM/CATEGORY (CODE AND TITLE) Support			FUND TITLE Federal
	(OPTIONAL USE) Vendor #			
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT <b>\$0</b>	ITEM 3540-001-0001	CHAPTER 29	STATUTE 2018	FISCAL YEAR 18/19
TOTAL AMOUNT ENCUMBERED TO DATE <b>\$7,973.00</b>	OBJECT OF EXPENDITURE (CODE AND TITLE) 18-9214-418.99-			
<i>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.</i>		T.B.A. NO.	B.R. NO.	
SIGNATURE OF CDF ACCOUNTING OFFICER <b>X</b>		DATE		

*Department of General Services  
Use Only*

DGS APPROVAL NOT  
REQUIRED PER SAM 1215

CONTRACTOR

STATE AGENCY

DEPT. OF GEN. SER.

CONTROLLER